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Integrated Cluster Guide Meeting Minutes [October 4, 2016]

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10 4 2016 Agenda

3:15-5pm

ICG meeting

Attending: Denise, Laura, Chris C, Kate, Elliott, Cathie, Nick, Robyn, Chris D, Barbara, Nancy, Amy, Annette, Bob, Matt, Brad

1. **IC Success Measures and benchmarks on page 2 (action points repeated on page 2)**
 - **ACTION: Denise is working to be in contact with Admissions, ADs, President Birx, and other orgs so the message/language is the same from all points on this.**
 - **ACTION: Ross will review data and create inventory for funding and non funding based projects.**
 - **ACTION: Guides and ADs will encourage faculty and staff to submit initiatives to Ross so we are tracking funded and non funded "quick ideas"**
2. **Project review deadlines:**
 - a. All clusters meet prior to projected deadlines for October 13th decision by 5pm Decisions need to go to Ross on October 13th.
 - b. Level 2 reviews are due to Ross October 20th
 - i. All ICGs know deadlines and are organized for reviews and responses.

3. **Pilot Project**

From a previous communication on September 25th there is a pilot project that was launched

Project Proposal News

We have our first project approved! It resides in the Innovation & Entrepreneurship cluster and is entitled PSU Summit Day: On the Move and Striving for the Summit. The pilot project engages participants in group physical activity, hiking outdoors with a purposeful intention.

Will there be more pilot projects prior to approved deadlines? How are they applied for? Has this been communicated?

- **ACTION: This was a I&E project that was in motion prior to project processes being in place and an anomaly that will not happen in the future.**
 - Ross has a uniform date for notification of accepted/rejected proposals for tier 1 and 2
 - **ACTION: Money will be released from AD's office/ Kristen**
 - VOTE: If a project proposal is over \$1000 goes to level 2.
 - 13 agree, 1 disagree, no abstain
4. **Feedback from the cabinet regarding "IC homes" and if an ICG liaison will be allowed to have input on what IC homes mean.**
 - a. **ACTION: In process Blaine/Claybaugh/Dautcher Triumvirate (insert smileyface emoticon here!) is looking at structure and finance of IC homes.**
 - i. **ACTION: BCD Tri were invited to an ICG meeting and there will be a follow up from Nick.**
 5. **Clarification in what the ADs see the liaison role being in relation to the ICG committees created.**
 - a. The ADs understand these are working groups and not liaisons.

6. **Committee/Liaison Reports:** At our Sept 26th meeting we discussed getting reports (with action points, decisions, discussion topics) from liason/committees. We need to establish how and where these reports go. This may be premature for this meeting considering these working groups have not established tasks (have they?). I know the FYS/Gen Ed liaisons met yesterday.

Committees/Liaisons are as follows:

Curriculum in the Disciplines (4)

- Laura
- Adam
- Kate H
- Amy

General Education and FYS (4)

- Annette
- Elliott
- Cathie
- Nick Seigney

PR/Marketing (3)

- Chris chabot
- Brad
- Bob
 - **IC Communications**
 - **Nick**
 - **Ross**
 - **Denise**

Level 2 Project review (5)

- Matt Kizer
- Nancy
- Elliott
- Cindy
- Brad Allen

Student and Staff Engagement (2)

- Kristina Lind
- Barbara McCahan

SEARCH Update: Kate Harrington Denise

- Search for Operations Manager is in process and 2 candidates have come to campus
 - ADs Program Specialist position is listed and in process

ADDENDUM

Discussion: Guide contract concerns

- 5 guides potentially not returning

- Need to fill positions in clusters that lack a minimum of 2 guides
- People will return to clusters they started in unless a cluster needs a second guide

Success Measures for AY16-17

By Fall 2016

7. Development and delivery of a consistent and positive message to internal and external audiences about the value and benefits of clusters.
 - a. Need to work on conveying language and content established summer/fall 2016.
 - i.
8. Development of an inventory of what we are currently doing that is cluster-like to serve as models (this also creates benchmarks – “X”)
 - a. Ross inventories these and data can be used to create benchmarks end of Fall 2016

By January 2017

9. Development of a leadership plan for continued cluster development and maintenance beyond AY 2017
10. Identify early-adopter cluster projects and open labs to serve as additional models
 - a. In process
 - i. Contact Lamson for info on open labs
11. Develop a communication strategy to facilitate sharing of Cluster activity and opportunity
 - a. In Process

By May 2017

12. Organize Cluster-theme sessions during Showcase in April
 - a. Ben Amsden point person
 - i. a committee needed with Student and Staff Engagement

By Fall 2017

13. Implementation of a cluster-like First year Seminar
 - a. **ACTION: FYS/Gen Ed committee working on this**
14. Increased participation of FACULTY in cluster experience development and development of new and innovative opportunities (curriculum, projects, teaching, open labs, etc.) above X*.
15. Increased participation of STUDENTS (Grads and UGs) to engage and explore clusters above X*.
16. Organize a faculty symposium during Faculty week to share the first year of Cluster activity (required for funded Cluster projects)

*X = benchmark as defined by #2 above

